

Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue | Suite 1402, West Tower | Atlanta, Georgia 30334

404-463-1980 | www.ethics.georgia.gov



JOB DESCRIPTION:

SPA Job Title:	Information Technology Director
SPA Job Code:	80606
Salary Plan:	Statewide Salary Plan
Pay Grade:	21

Salary Range:	\$65,000.00 - \$70,000
Internal Job Title:	Director of Information Technology
Date:	October, 2011

GENERAL JOB DESCRIPTION:

Under broad supervision, performs work of unusual difficulty in managing the information technology services of the agency. Plans for and directs the technology resources of the agency. Provides technical assistance of agency staff. Coordinates data collection with government and private entities. Supervises and manages the activities of staff members in the information technology division. Functions as lead .NET developer for all agency web-based and desktop business applications.

REQUIRED CORE TECHNICAL COMPETENCIES:

Intermediate to advanced knowledge and at least 5 years experience with the following:

1. Crystal Reports (PDF report generator)
2. Microsoft C# Programming Language
3. Microsoft .NET Framework 2.0 and 3.5
4. Microsoft ASP.NET (Web Development)
5. Microsoft Internet Information Services (IIS)
6. Microsoft Internet Security and Acceleration (ISA) Server (Firewall)
7. Microsoft Windows 2003 or Later
8. Microsoft Windows Networking Administration
9. Microsoft WinForms (Desktop Development)
10. SQL Server 2005 (Database) or later
11. Visual Studio 2008 or later (Environment for Program Development)
12. Web Services
13. XML

JOB RESPONSIBILITIES:

1. Directs the agency's information technology planning.

- (a) Plans for the long range direction of information technology needs of the agency.
- (b) Ensures that information technology goals and objectives work in concert with the agency's overall strategic plan.
- (c) Maintains an in-depth knowledge of information technology utilized by the agency.
- (d) Maintains a working knowledge of information technology utilized by private and government entities supplying data to the agency. Coordinates the exchange of computerized information.
- (e) Manages the commitment of resources to assure the accomplishment of information technology needs of the agency.

2. Directs the information technology resources of the agency.

- (a) Develops and administers the agency information technology policies and procedures.
- (b) Manages and provides technical assistance to agency staff regarding hardware, software and telecommunications systems.
- (c) Manages all major systems developments and enhancements/modifications to agency systems including approval of plans, designs, costs, resources allocation and timetables.



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- (d) Coordinates the computer training of unit and agency staff. Directs the evaluation of the information system assuring the system has adequate application development and information processing controls.
- 3. Provides project management as needed to resolve significant problems with the information systems and to ensure the overall success in the development of information systems.**
 - (a) Directs and participates in computer application development.
 - (b) Utilizes project management techniques for defining and presenting major enhancements/modifications to systems.
 - (c) Monitors and reviews the planning, designing, programming, testing and implementation of computer systems to ensure quality and adherence to plans, costs and schedules.
 - (d) Makes recommendations for system modifications and develops solutions for the timely resolution of problems.
 - (e) Develops proposal materials such as justifications, advantages and disadvantages, cost factors, etc. for agency management and the Office of Planning and Budget.
- 4. Provides data and coordinates interaction between department staff and outside agencies**
 - (a) Provides complete and accurate data to department staff and outside agencies as required.
 - (b) Meets with agencies and organizations on behalf of departmental management information systems for promotion of policies and procedures and sharing of resources as needed.
 - (c) Provides expert consultation and participates actively on advisory groups and boards to agencies and organizations related to information technology as needed.
- 5. Manages the day-to-day operations of the Information Technology unit.**
 - (a) Plans, schedules, coordinates and supervises all information technology activities associated with the unit.
 - (b) Supervises unit staff as required to support the ongoing development, enhancement and maintenance of the agency's computer systems.
 - (c) Evaluates unit workload and assigns tasks, monitors progress, reviews and evaluates performance, and provides guidance and training as required.
 - (d) Ensures a high level of training is provided for unit staff to maintain technical skills necessary for the performance of their duties.
 - (e) Interviews applicants and fills vacant positions in accordance with applicable laws and departmental policies.
 - (f) Advises staff of formal grievance procedures, identifying options and resolving issues.
- 6. Creates and maintains a high performance environment characterized by positive leadership and strong team orientation.**
 - (a) Defines goals and/or required results at beginning of performance period and gains acceptance of ideas by creating a shared vision.
 - (b) Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiate corrective action when defined goals and/or results are not met.
 - (c) Confers regularly with staff to review employee relations climate, specific problem areas and actions necessary for improvement.
 - (d) Evaluates employees at scheduled intervals, obtains and considers all relevant information in evaluations and supports staff by giving praise and constructive criticism.
 - (e) Recognizes contributions and celebrates accomplishments.
 - (f) Motivates staff to improve quantity and quality of work performed and provides training and development opportunities as appropriate.
- 7. Advises the Executive Secretary regarding the budgeting and expenditure of information technology funds.**
 - (a) Develops the annual operating budgets for information technology continuation and improvement items.

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(b) Prepares information to justify budget requests for the Office of Planning and Budget and the Legislative Budget Office.

8. Coordinates computer data activities of agency with other government and private entities.

(a) Meets with government agencies and private organizations on behalf of the agency to discuss current and future data exchange and collection policies and procedures, the sharing of resources and the maintenance of state of the art knowledge.

9. Maintains a consistent, high quality, customer-focused orientation when developing information services for both internal and external users.

(a) Treats customers with respect, courtesy and tact; listens to customers and maintains a professional relationship.

(b) Communicates with customers and obtains all required information necessary to determine and address their specific needs; tactfully explains how agency computer system functions apply to them.

(c) Provides clear, accurate information; explains procedures or materials or provides supplemental information; anticipates problems and questions.

10. Performs any additional duties assigned by the Executive Secretary.

QUALIFICATIONS:

Skill Set Requirements:

See: Core Technical Competencies

Education Requirements:

- | | |
|-----------------|---|
| Minimum | <ul style="list-style-type: none">• Bachelor degree from an accredited college or university in computer information systems, management information system, computer science, engineering |
| Qualifications: | <ul style="list-style-type: none">• 5 to 8 years prior IT experience in Core Technical Competencies• 5 years experience managing and/or directing an IT division• Good knowledge of business processes, management, budgeting and business office operations• Proven ability in IT planning, organization and development• Demonstrated ability to apply IT in solving business problems |
| Preferred | <ul style="list-style-type: none">• Masters degree from an accredited college or university in computer information systems, management information system, computer science, engineering |
| Qualifications: | <ul style="list-style-type: none">• 7 to 10 years prior IT experience in Core Technical Competencies• 5 years experience managing and/or directing an IT division• Good knowledge of business processes, management, budgeting and business office operations• Proven ability in IT planning, organization and development• Demonstrated ability to apply IT in solving business problems |

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